

# Solicitor's Permit

Anyone planning to go door-to-door within the City of Plainwell for the purpose of selling a product or service, or requesting donations, must first apply for a permit through the Public Safety Department. **Permits issued shall be valid for no longer than one year.**

All applications require a non-refundable, per-application license fee. The fee covers administrative costs associated with processing the application, including but not limited to conducting and reviewing background checks, and regulating solicitors within the City.

For questions about whether a permit is required for your solicitation, contact the Public Safety Department (269) 685-9858. All applications must be submitted to the Plainwell Department of Public Safety.

Any applicant must:

- Complete a Solicitors Permit application
- Possess a current/valid driver's license
- Complete a State of Michigan iChat background check
- Submit the associated fee (see below)

Door-to-Door Sales:

- Less than one month - \$20.00 per week
- One month - \$50.00 per application
- Three months - \$100. Per application
- Six months - \$175.00 per application
- Annual - \$350.00 per application



# City of Plainwell "The Island City"

## APPLICATION FOR SOLICITOR'S PERMIT

Permit # \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_  
FEE COLLECTED: \_\_\_\_\_

Name of Company/Organization \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Representative's Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Place of Employment \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_  
Type of Service/Products Solicited \_\_\_\_\_  
Method of Delivery \_\_\_\_\_

Non-Profit, Charitable Organization: YES NO  
Are Solicitors being paid? YES NO

IRS Certificate of Exemption Number \_\_\_\_\_

Date Permit Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Vehicle License Number(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

State \_\_\_\_\_

Make \_\_\_\_\_

Model Yr \_\_\_\_\_

Vehicle License Number(s) 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

State \_\_\_\_\_

Make \_\_\_\_\_

Model Yr \_\_\_\_\_

\*Complete the list on the back side for any and all additional Solicitors.

\*\*Attach the Michigan iChat report(s) for each Solicitor listed. (See <https://apps.michigan.gov/Home>)

**ALL INFORMATION MUST BE PROVIDED BEFORE CONSIDERATION.**

Representative's Signature \_\_\_\_\_ Date: \_\_\_\_\_

City Clerk \_\_\_\_\_

Approved

Disapproved

Director of Public Safety \_\_\_\_\_

Approved

Disapproved

### PERMIT

This is to certify that

\_\_\_\_\_ is registered  
with the City Clerk's Office and the Police Department to solicit within the City of Plainwell from:

Date \_\_\_\_\_ To \_\_\_\_\_

**Representative #2**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

**Representative #3**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

**Representative #4**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

**Representative #5**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

**Representative #6**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

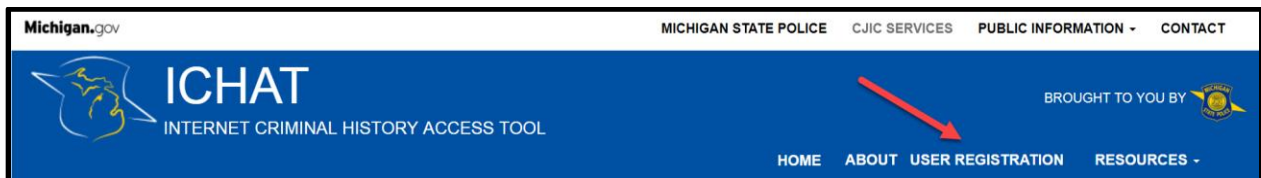


## How to register as a User in the new ICHAT system

- All users who want to be part of an agency or company account and/or all users who want their search and payment history stored will need to register in the new ICHAT system, regardless of registration in a previous version of the ICHAT system.
- Go to the website and click "Get Started" from the top menu.



- On the Log In page, click "User Registration" from the top menu.



- On the "User Registration" page, provide the requested information. The following fields are required:
  - First and Last Name.
  - Email and Confirm Email.
  - Phone Number.
  - User ID, Password, and Confirm Password.
  - Answers to Security Questions.
- Click "Submit."

What is the name of your favorite football team?

Submit Cancel

 The image shows a security question input field. The question is "What is the name of your favorite football team?". Below the question is a text input field with a lock icon on the left, indicating it is a required field. At the bottom of the form are two buttons: a green "Submit" button and a blue "Cancel" button. A red arrow points to the "Submit" button.

- An email will be sent with a link to activate the account. Click on the link to be returned to the ICHAT system.



- Once the user account is activated, click “Home” from the top menu, and click “Log In.”
- On the Log In page, enter the chosen Username/Email and correlating password.
- Read the “Terms and Conditions” before clicking “I accept the Terms and Conditions of using ICHAT as a Registered User,” then click “Log In.”
- For questions or assistance, please contact the ICHAT Help Desk at 517-241-0606 or via email [MSP-CRD-ICHATHelp@Michigan.gov](mailto:MSP-CRD-ICHATHelp@Michigan.gov).